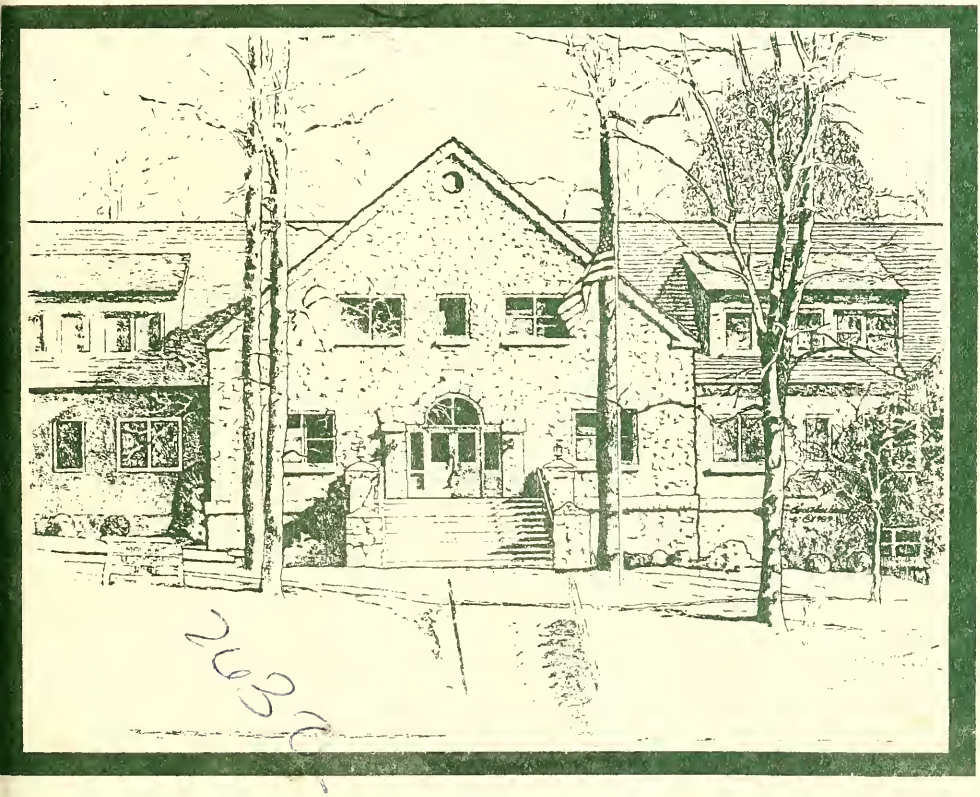
MONTREAT COLLEGE



Student Handbook

1995-96

MONTREAT COLLEGE

STUDENT HANDBOOK 1995-1996

Published by
The Office of Student Services
Montreat College
Montreat, North Carolina 28757

June 1995

Montreat College Academic Calendar

Fall Semester 1995

Student Services Workshop	August 7-9, Monday-Wednesday
Residence Life Workshop	August 10-11, Thursday-Friday
Student Leadership Workshop	August 13-18, Sunday-Friday
Faculty Workshop	August 17-18, Thursday-Friday
New Students Arrive	August 19, Saturday
Continuing Students Arrive	August 20, Sunday
Advising/Registration of New Students	August 21, Monday
Drop/Add	August 21, Monday
Classes Begin	August 22, Tuesday, 8:00 a.m.
Opening Convocation	August 22, Tuesday, 11:00 a.m.
Last Day to Add a Course	August 29, Tuesday
Staley Distinguished Lecture Series	Week of Sept. 11
Last Day to Drop a Course with a "W"	September 19, Tuesday
Family Weekend	September 22-24, Friday-Sunday
Homecoming Weekend	September 29-October 1, Friday-Sunday
Midterm	October 11, Wednesday
Prospective Students Visitation (Fantastic Friday)	October 13, Friday
Board of Trustees Meeting	October 19-20, Thursday-Friday
Fall Break Begins after Last Class	October 20, Friday
Residence Halls Reopen	October 29, Sunday, 7:00 p.m.
Classes Resume	October 30, Monday
Board of Visitors Meeting	November 3-4, Friday-Saturday
Advising/Preregistration for Spring Semester	November 6-17, Monday-Friday
Thanksgiving Break Begins at Noon	November 22, Wednesday
Classes Resume	November 27, Monday, Noon
General Knowledge Competency Testing	December 6, Wednesday, 3-4:30 p.m.
Prospective Students Visitation (Fantastic Friday)	December 8, Friday
Reading Day	December 14, Thursday
Final Examinations Begin	December 15-16, 18-19, Friday-Tuesday
Christmas Break Begins after Last Exam	December 19, Tuesday
Residence Halls Close	December 19, Tuesday, 5:00 p.m.

Spring Semester - 1996

New Students Arrive	January 14, Sunday, 5:00 p.m.
Advising/Registration of New Students	January 15, Monday
Continuing Students Arrive	January 15, Monday
Drop/Add	January 15, Monday
Classes Begin	January 16, Tuesday, 8:00 a.m.
Opening Convocation	January 16, Tuesday, 11:00 a.m.
S.A.L.T.	Week of January 22
Last Day to Add a Course	Januray 23, Tuesday
Prospective Student Visitation (Fantastic Friday)	February 9, Friday
Last Day to Drop a Course with a "W"	February 13, Tuesday
Spiritual Emphasis Week	Week of February 19
Midterm	March 6, Wednesday
Spring Break Begins after Last Class	March 8, Friday
Residence Halls Reopen	March 17, Sunday, 7:00 p.m.
Classes Resume	March 18, Monday, 8:00 a.m.
Advising/Preregistration for '96 Fall Sem.	March 20-29, Wednesday-Friday
Prospective Students Visitation Weekend	March 22-23, Friday-Saturday
Easter Break Begins After Last Class	April 4, Thursday
Residence Halls Reopen	April 8, Monday, 7:00 p.m.
Classes Resume (Follow Monday Schedule)	April 9, Tuesday, 8:00 a.m.
Prospective Student Visitation (Fantastic Friday)	April 12, Friday
Board of Trustees Meeting	April 25-26, Thursday-Friday
Preregistration for New Students	April 27, Saturday
Church/College Council	May 6-8, Monday-Wednesday
Reading Day	May 9, Thursday
Final Examinations Begin at 8:00 a.m.	May 10-11, 13-14, Friday-Tuesday
Baccalaureate/Commencement	May 18, Saturday, 10:00 a.m.
Preregistration for New Students	June 22, Saturday
Preregistration for New Students	July 20, Saturday

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INTRODUCTION

Student Handbook highlights the services, support programs, and policies designed to assist you in getting the most from your ge experience. The Office of Student Services is staffed by student development professionals who are committed to student th physically, emotionally, socially, intellectually and spiritually.

n educational community seeking to be Christ-centered, policies are designed to create an environment of love and concern for s. Rules are established to foster an atmosphere conducive to study and academic achievement. The Student Judiciary seeks to ce college policies with patience and firmness directed toward redemption and restoration.

Student Government Association President introduces a section which contains the SGA Constitution. You are strongly uraged to consider how you can be part of this effective organization. Your contribution is needed and the lessons learned from vement in student government are invaluable.

STUDENT SERVICES

BELK CAMPUS CENTER

Belk Campus Center is oriented to students' needs--social, academic, and spiritual. Major components of the building which are ly related to extracurricular activities include the mall, lounge areas, the game room, the Cavalier Cafe, and the campus store. The Campus Center also contains an art studio, classrooms, and faculty offices.

nts benefit spiritually from the opportunities for individual and small group prayer and meditation provided by the prayer room. by is a prayer porch overlooking a mountain stream.

MONTREAT CAMPUS STORE

ampus Store is located on the first floor of the Belk Campus Center. Textbooks, supplies, insignia and personal items are available rchase at reasonable prices. Other auxiliary services are readily available through the store. Hours are posted.

DENT MAILBOXES/DOCUMENT CENTER

nt mailboxes are located in the mall area of the Belk Campus Center. Packages and registered mail will be handled in the Document r on the first floor.

LETIN BOARDS

nts are encouraged to notice announcements on the bulletin boards in Gaither Hall, Belk Campus Center, and the residence halls. val to display notices in the Belk Campus Center must be obtained from Student Services. Permission to post notices on the bulletin s in the residence halls must be approved by the Residence Director.

CK CASHING SERVICE

cashing privileges are available to Montreat students in the business office from 1:00-3:00 p.m. Monday - Friday.
aximum amount permitted for a personal check is twenty-five dollars. Checks for a higher amount may be accepted for andise. The student's address, box number and telephone number must appear on all checks.

nts will receive a ten dollar penalty and a letter requesting settlement within three business days for checks returned due to cient funds. If the account is not settled within three business days, a hold will be placed on the student's records until both the and the penalty have been paid. Students who have two or more returned checks will be restricted from cashing checks on campus it specific permission from the Vice President for Business.

COLLEGE CHAPLAIN

ollege Chaplain has the meaningful challenge of involving students in the spiritual life of the campus. The Chaplain advises dent Christian Association, coordinates the weekly chapel program and is also available for individual time with students.

llege Chaplain's office is located on the second floor of Gaither Hall.

HEALTH CENTER

alth Center is located on the first floor of McGregor Hall. The Health Center is open Monday through Friday 9:00 a.m.- 3:00

ts should come to the Health Center when ill or injured. Emergency medical service is available in the evenings through the nce Life staff.

alth Center encourages and educates students to practice good health habits and adopt positive lifestyles which will help increase ealth. Students are encouraged to be actively involved in making positive health choices.

alth Center will not issue written excuses for classes missed due to illness or injury. Students should understand the absense set by their professors and are responsible to their professors for missed classes. The Health Center will notify the Office of Services of students who have prolonged illnesses or require hospitalization.

tor appointments should be made through the Health Center. The Health Center will refer students to specialists off campus and ist students in making transportation arrangements. There are charges for off campus office visits and prescription medications.

COUNSELING CENTER

unseling Center is located on the first floor of McGregor Hall and is open Monday through Friday 9:00 a.m. to 4:00 p.m.

ıal and group counseling is available for persons who are having difficulty with college adjustment, interpersonal relationships, or those who have needs of a therapeutic nature. Group therapy is offered, as needed, for a variety of situations. Students are ıe opportunity to participate in personal growth groups. Support groups for off campus and older students are also available.

AND ALCOHOL ABUSE PREVENTION PROGRAM

ıt College encourages any student with a substance abuse and/or dependency problem to contact the college nurse and/or the counselor. The college provides education and prevention programs concerning the use and abuse of drugs and alcohol. ntiality will be maintained. Support groups are available both on and off campus.

CAREER
LOPMENT OFFICE

eer Development Office is located on the second floor of the Belk Campus Center. The Career Library is open Monday through :00 a.m. to 4:30 p.m. The Career Counselor's office hours are 1:00-5:00 p.m. weekdays.

eer Development Office offers career guidance through testing, individual counseling, reference/resource materials and special s on resumes, job interviews, networking and placement opportunities. Placement services include a local job network board, job listings and guides to professional career opportunities.

eer Reference Library holds current information on graduate schools, professional opportunities, career choices in specific and other relevant career information.

on to these services, the Career Development Office hosts a Career Day and an Executive Dinner in the spring. These special ncourage students to begin the networking process by making contacts, following up on leads and interacting with successful onals in their fields of study and/or interest.

IBRARY

Nelson Bell Library provides student access to over half a million volumes locally and through the Mountain College Library . Collections include recordings, film-strips, videotapes, college catalogs, and current periodicals. The library provides r search services and access to resources in other locations through interlibrary loan. Personal computers for student use are lable. Library hours are posted.

COMMUNITY STANDARDS

DARDS OF CONDUCT

istees, administration, staff, faculty and students seek to be motivated by Christ's love and desire to reflect that love for each other; ore, we are called upon to practice consideration, fair play and concern in our daily interaction with each other as an expression commitment to be a community under the Lordship of Jesus Christ. Love and consideration demand the deliberate consciousness er people's feelings and an effort to neither hurt nor offend others.

igh aspirations require frequent reviews of what Christian standards are in social as well as academic areas; and they can be reached hen each person in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

igation to patience and the effort toward redemption is inherent in a Christian community. At the same time, the college reserves hority to ask those members to withdraw who do not accept the delineation of Christian standards, and who are unable to learn happily within the framework of its ideals.

OR SYSTEM

Montreat College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and eration are essential to such a community, and it is for these that we strive.

udent and faculty member has a responsibility for him/herself and for every other member of the college community. The failure person to live honorably is, in part, the failure of all. The movement of one individual toward complete understanding of Christian is a step toward honorable living for the whole college community.

sed of students and faculty advisors, the Honor Court is principally interested in help for offenders of the Honor Code, rather than shment. Although fellow students might prefer to counsel rather than report those who fail to uphold the Honor Code, it is ant that the responsibility for deciding what is best for the offending student and the school rests with the Honor Court, which en charged with dealing with weaknesses in the community.

OR CODE

he Honor Code, you, the student, are on your honor not to lie, cheat, steal, gamble and/or plagiarize. If you do, you are on your o report yourself within twenty-four hours to a member of the Honor Court. If you see another student lying, cheating, stealing, ng, and/or plagiarizing, you are on your honor to report him/her with the option of asking him/her to report him/herself to a member Honor Court or to report him/her to an employee of the college.

nor Code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with or Code. Second, you are also responsible as far as is possible to see that your fellow students do likewise. This system places rable responsibility for self government on the students themselves. This college believes that mature students are capable of g this serious responsibility. You are the governing system and you are responsible for its success.

RAL BEHAVIOR

treat College, the individual is given as much freedom in the exercise of his/her rights and responsibilities as is consistent with -being of the entire college community. However, the college reserves the right to discipline any student who violates college ons while on campus and civil laws whether on or off campus.

AL HARASSMENT POLICY

at College recognizes the dignity and worth of all humanity as God's creation in His own image and therefore seeks to maintain unity free of sexual harassment. Sexual harassment is also a violation of the law and grounds for disciplinary action up to and g discharge or suspension. Further, the College does not condone solicitation or threats to bring false accusation of sexual ent. This policy shall apply with equal force to all students, staff and faculty.

arassment is generally described as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct ual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's nent, academic progress, or completion of a school-related activity; (2) submission to or rejection of such conduct by an individual

as the basis for employment decisions affecting such individual, or, in the case of a student, used as the basis for academic decision ng, but not limited to, the individual's academic evaluation, or, (3) such conduct has the purpose or effect of unreasonably interfering individual's work or student's academic performance, or creating an intimidating, hostile, or offensive working or academic ment.

les of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or tions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or ribe an individual; and the display of sexually suggestive objects or pictures.

dent feels he or she has been sexually harassed, the matter should be brought to the Dean or Associate Dean of Students. At this e student will be advised and assisted on how to attempt to resolve the matter. If that course fails or if the allegation is against ne Dean or Associate Dean, the complaint should be put in writing and presented to the Student Grievance Committee.

AMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

at College grants to all students the right to inspect, to challenge, and to a degree, control the release of information in their files. request must be in writing on forms provided in the Office of Student Services. The college has 45 days to comply with each est.

owing access, the student (or parent) may request a hearing to challenge the contents of a record. The Dean of Students will ige the time and place and notify the student (or parent) of such.

pt under court order, the information within a student's file will not be released without the written consent of the student. This ision excludes the custodian of the file.

one properly looking at a student's file must put a signed explanatory form therein.

Student Handbook, mailed to all students at their homes, complies with the requirement that students (or parents) be duly notified eir rights.

ISCRIMINATION / EQUAL OPPORTUNITY /ADA/REHABILITATION ACT COMPLIANCE ES

liance with Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and the ns with Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rivileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, ns policies, scholarship and loan programs, and athletic and other school administrative programs. The college will provide le accommodations to the known disabilities of otherwise qualified applicants and students. Inquiries should be directed to the f Student Services.

STD (SEXUALLY TRANSMITTED DISEASE) POLICY

of the rapid spread of the AIDS virus, Montreat College may be faced with students and/or employees who contract AIDS, AIDS iseases and Hepatitis B. To ensure that proper procedures are taken to protect all individuals in the campus community, including ted person(s), a communicable disease policy has been adopted by Montreat College.

t College would strive to provide appropriate information in order to instruct staff and students regarding the nature of AIDS atitis B and transmission. Effective educational efforts and the development of a Christian outlook, well in the advance of any crisis situation, are the best assurance that an actual crisis will be dealt with lovingly and rationally, but without panic.

LE/PARKING POLICIES

students may park in any authorized marked space on campus *excluding* the following areas: in front of the South Carolina elk Campus Center lot (reserved for off-campus students, faculty, and staff); behind Gaither Hall and on Geneva Place (reserved ty and staff); Howerton Dining Hall lot between 8 a.m. and 5 p.m. (reserved for faculty and staff).

pus students may park in any authorized, marked space *excluding* the following areas: in front of the South Carolina Home; aither Hall and on Geneva Place; Howerton Dining Hall lot between 8 a.m. and 5 p.m.

AMPUS HOUSING

a student is twenty-one (21) years old or above, married, living with parents or legal guardian, or at least a junior in good academic g, he/she will be required to live in one of the college's residence halls. Part-time and special students are not included in this ment.

CCO USE POLICY

oking policy for the campus, recommended by the SGA and approved by the President's Cabinet, is as
:

lege Smoking Restrictions
No smoking in any college buildings.
The following locations are the only approved smoking areas on the college campus:
a. Wooden deck area directly in front of Howerton Dining Hall - not the commons area.
b. The left side of the deck area directly outside of the Belk Campus Center.
c. Benches in grass area in front of the library.
d. Parking lot in the back of Davis Hall.
e. On Texas Road, at the base of the steps leading down from Morgan Science Building.
f. During a school sponsored event, an area will be designated on the athletic field away from the stands and the non-smoking spectators, and outside the gym away from the doors.
g. A designated area near the rear entrance to Gaither Hall.
h. A designated area outside the college's maintenance building.
i. A designated area in the back room of Howerton Cafeteria (for ARA employees only).
Penalties:
a. A verbal warning upon first incident, and a fine not to exceed $200 each occurence thereafter.
Littering on the campus is not permitted. This includes cigarette butts and throwing items out of windows.
enalties: Action by Student Judicial Council.
litional Town of Montreat Restrictions:
Smoking shall be prohibited in all enclosed public places within the town of Montreat.
The disposal and discarding of smoking materials (including but not limited to: cigars, cigarettes, pipes, pipe tobacco, matches, ighters, lighter fluid, containers, wrappers and packaging associated therewith) is prohibited in public areas, undeveloped areas, paths, trails, sidewalks, roads, streets, and any trash/garbage receptacles which are located in these areas.
Penalties: A fine not to exceed $100 for a first offense, $200 for a second violation within one year, $500 for additional violations within one year. To be enforced by the Town of Montreat.

HOL USE POLICY

lents are encouraged to consider the health risks involved in alcohol use and to seek maturity and responsibility in all of their and behavior. This is inclusive of the choice that students, age twenty-one or older, make concerning alcohol use.

rth Carolina Safe Roads Act prohibits all persons under the age of twenty-one from purchasing, attempting to purchase, possessing uming alcoholic beverages.

ion, consumption, or being under the influence of alcoholic beverages on the Montreat College campus is prohibited, regardless Violation of this regulation will result in disciplinary action.

s over the age of twenty-one are encouraged to use discretion and mature judgement in the event that they choose to consume c beverages. Due to the potential influence that student leaders have on fellow students, their consumption of alcoholic beverages uraged. However, if student leaders, age twenty-one or older, do choose to consume alcohol, they are expected to model ibility and maturity.

commendations and regulations apply to all students, living on or off campus. Resident students are responsible for conveying gulations to their guests while they are on the Montreat College campus.

onal materials, programs, and counseling treatment are available through the Health and Counseling Centers.

ESSION OR USE OF ILLEGAL DRUGS

alth and legal reasons, possessing, consuming, and/or selling illegal drugs, on or off campus is prohibited. Violations will be referred Judicial Council. Action will range from rehabilitative consultation to expulsion.

ional materials, programs, and counseling treatment are available through the Health and Counseling Centers.

PONS AND EXPLOSIVES

ling to North Carolina Statute 14-269.2, it shall be unlawful for any person to possess or carry, whether openly or concealed, any fle, pistol, BB gun, pellet gun, air rifle, firecrackers, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, igger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used soley itutional or school sanctioned ceremonial purposes.

r 558, HB 1008 of the 1993 Safe Schools Legislation prohibits the possession of certain weapons on public and private educational y. Under chapter 558, a person commits a Class I felony if the person possesses on educational property a gun, rifle, pistol, or rearm, dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1. It is also a Class I felony person under eighteen years old to commit this offense.

OGRAPHIC MATERIAL

ssesion of pornographic material by students is prohibited; this includes videos, posters and magazines.

NG

pe of physical (fighting) or verbal abuse, violence, punishment, humiliation, or intimidation by any student toward another is ted. It is also understood that abusive and profane language is not permitted and will result in disciplinary action which may suspension from the college.

PREVENTION AND FIRE PMENT

rms and fire extinguishers are placed throughout the college buildings for the security of the community. The Student Judiciary will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this ent, the result of which could jeopardize the safety and lives of other students. Cases of arson or burning personal property are and will be referred to local law enforcement agencies.

ING ROOFTOPS

pus building rooftops are strictly off limits to all students. Students found on rooftops for any unauthorized purpose will ately be fined fifty dollars, payable to the Business Office.

IL BEHAVIOR POLICY

ristian institution, Montreat College seeks to stand for and continually encourages Biblical guidelines for sexual behavior. tal and extramarital intercourse and homosexual activity clearly violate God's standards and therefore are considered table behavior.

iate limits on public behavior should be made out of respect for others. Therefore, any display of affection should not become te expressions that might embarass oneself and possibly offend others. Sitting or lying in each other's laps, and prolonged hugs g are examples of unacceptable behavior.

t College purposes to be supportive of its students in all aspects of college life. Counseling will be made available to any student cing problems regarding a pregnancy or their sexuality.

FFENSES

and/or nonforcible sex offenses are contrary to God's teachings, unlawful and are violent crimes subject to criminal prosecution. clude rape, acquaintance rape and any sex act wherein the victim is incapable of giving consent. Sex offenses include acts that

ensive and displeasing to the respondent, and reacted to with resistance. Such resistance may consist of saying "No," arguing, g, pleading, screaming, crying, or other behavior that indicate the respondent is saying "No!"

enses will not be tolerated at Montreat College. An alleged act of sexual aggression will be taken seriously, investigated ghly by the college, and the victim will be encouraged to report the offense to the local authorities. The college will give im the option of having the case heard by the student judicial courts or, for privacy reasons, by the Dean of Students. If found the perpetrator will face disciplinary action ranging from probation to expulsion, depending on the seriousness of the specific e.

an attack occur, the following reporting procedure should be followed. Do not bathe or change clothes; evidence of the attack e documented. Report immediately to a Residence Director or other college official, who will communicate with the proper ties.

off campus counseling and health services will be made available to any sex offense victims. Changes in campus living modations may be provided as necessary.

ion programs to promote awareness of rape, acquaintance rape, and other sex offenses will be planned and conducted by the Center and Counseling staff.

RICTED AREAS

nd and area immediately behind Montreat-Anderson Hall is off limits to members of the opposite sex at all times. Vehicle is prohibited in the area behind McGregor and Montreat-Anderson Halls.

SUSAN

nall lake located in the center of campus is primarily a beauty spot and used for boating and fishing only. Swimming and ning are not allowed at the lake. Students must also stay off the lake when frozen. Students must not engage in throwing other in the lake. Disciplinary action may be necessary in order to avoid injuries.

ATHING

hing is permitted at the swimming pool and on the athletic field. It is not allowed on the roofs of any buildings.

S REGULATION

able discretion in clothing and appearance is required of all students. Appropriate attire is recommended to show due respect se guests visiting campus and eating in the dining hall.

ts are to refrain from wearing clothing that advertise offensive products/slogans, alcoholic beverages, and/or illegal drugs.

on of the faculty, bermuda-type shorts may be worn to class, chapel, convocation, but not to a designated official college n. Caps, ripped jeans, and mini skirts are not allowed in class, chapel, convocation or to a designated college function such mencement.

er permitting, students may go barefoot on campus, with the exception of classes, Gaither Hall, and the Dining Hall. Bathing ay be worn only in designated areas for swimming or sunbathing. Students are also to be discreet in their choice of clothing ntertaining guests of the opposite sex in their rooms.

SECT FOR COLLEGE PROPERTY

dent guilty of vandalism (deliberate destruction of property), shall be subject to disciplinary action. In every case in which his/ ents are providing financial support, they shall be informed of the offense and the action taken. Private property and buildings ear campus not owned or supervised by the college are off limits to students unless permission has been given from the owner.

g on the campus is not permitted. This includes cigarette butts and throwing items out of windows.

...I / VIDEO REVIEW

...reat College endeavors to promote spiritual, physical, intellectual and social growth for its students. One dimension of the social and ...ctual programming involves the presentation of films/videos.

...iewing and recommending body consists of the Associate for Student Activities, members of the Student Activities Committee ...d Residence Director. This body carefully considers the moral, intellectual, spiritual, and social impact of films/videos to be shown ...ally to the student body.

...d films/videos are approved without review. PG and PG13-rated films/videos must be approved by the reviewing body in order ...shown publicly. R-rated films/videos are not permitted for public viewing on the Montreat College campus. NC-17 and X-rated ...videos are not permitted for public or private viewing on campus.

...e same guidelines for the appropriateness of the film/video to be presented must be met by the residence halls, clubs, and ...izations. Students are strongly urged to carefully consider the moral, intellectual, spiritual, and social impact of any films/videos ...viewed privately on or off campus.

...ENT ORGANIZATION RECOGNITION

...ident organizations must have a faculty or staff sponsor and be officially recognized by the college. Academic, honorary societies ...be approved by the faculty and all other student interest groups approved by the Student Government Association must be ...ized by the President's Cabinet.

...D SERVICE POLICIES

...ollege is under contract with ARAMARK Management Services, Inc. for food services. All resident students are required to ...se the College Dining Hall Food Plan. I.D. cards are required to be shown prior to each meal. Taking utensils from the dining ...ithout permission is considered theft.

...tudent is entitled to seconds, except on certain main course items such as meats. All portions of food are on a personal consumption ... A student is not permitted to take food or beverages from the dining hall. Students found taking food or beverages from the dining ...ill be subject to disciplinray action.

...ts requesting a sick tray must make arrangements with the Food Service Manager. Any questions and/or comments regarding ...d service should be made directly to the Food Service Manager or the Student Government Association Food Committee.

...EDURES FOR STUDENT GRIEVANCES

Academic Related Grievances

1. A student wishing to appeal any academic decision which directly affects the student should first appeal to the faculty member or administrator making the decision.
2. If not satisfied, an appeal may be made in writing within two weeks to either the Academic Affairs Committee or to the Vice President for Academics. A written response will be provided to the student within two weeks.
3. Final appeal may be made in writing to the Vice President for Academics if the previous appeal was made to the Academic Affairs Committee or to the Academic Affairs Committee if the previous appeal was made to the Vice President for Academics. A written response will be provided to the student within seven days.

Disciplinary Related Grievances

1. The appeals and due process procedures for disciplinary cases are contained in the Student Government Constitution and are printed in the Student Handbook.
2. The Student Services Office should be contacted for assistance.

Financial Aid Appeals

1. A student wishing to appeal a decision or action by the Financial Aid Office which directly affects the student should first appeal to the Director of Financial Aid.
2. If not satisfied, a final appeal may be made in writing within two weeks to the Dean of Students. A written response will be returned within seven days.
3. The Financial Aid Appeals Committee is chaired by the Dean of Students and includes the Vice President for Advancement, Vice President for Business and the Vice President for Academics.

Other Student Grievances

1. A student wishing to appeal a decision by the college which directly affects the student should first appeal to the faculty member, student group, or administrator making the decision.

2. If not satisfied, an appeal may be made in writing within two weeks to the Vice President for Advancement who serves as chair of a general student grievance committee.
3. A written response will be returned within seven days.
4. Final appeal may be made directly to the President in writing within seven days of any action by the committee chaired by the Vice President for Advancement. A written response will be returned within two weeks of the appeal.
5. Students seeking redress of their grievances are protected against any retaliation by staff, students, or faculty as a result of an appeal.
6. The committee is chaired by the Vice President for Advancement and includes the Vice President for Academics, Dean of Students, and the chair of the Student Judicial Appeals Court.

NISTRATIVE DISCIPLINARY PROCEDURE

disciplinary cases are referred to administrative jurisdiction by Student government policy, an individual student court, or at the of the student, the following procedures will be followed:

All academic related policy violations are referred to the Academic Affairs Committee.

All other college policy or civil/criminal law violations are referred to the Dean of Students.

The chair of the Academic Affairs Committee or Dean of Students will present written charges to the student accused of the offense.

If the student pleads guilty to the charge, a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours and delivered the student charged.

If the student pleads not guilty, a hearing will take place within three days, and a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours of the hearing.

The student will have the right to present evidence and witnesses to support their own version of the facts.

The student will have the right to appeal the decision of the Dean of Students to the President's Cabinet, and a decision by the Academic Affairs Committee may be appealed to the Vice President for Academics. Appeals will be heard if they meet at least one of the following:

a. Discovery of new evidence.
b. Violation of disciplinary procedure.

The student may select any college staff, other than members of the President's Cabinet and those involved in the case, to assist in counsel at all hearings and appeals.

RESIDENCE LIFE

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TELEPHONE PROCEDURES

On Campus Calls.....Dial ext.
Automated Attendant.....Dial 3000 + ext.
Local Calls.....Dial 9+number
When Off Campus to Call Faculty/Staff.....Dial 669-8011+ext

Emergency Calls.....9-911
Police.....9-669-8072
Fire.....9-669-8075
Night Watchman.....3333

WELCOME!
FROM THE RESIDENCE LIFE STAFF

We're glad that you are here at Montreat. Whether you are just starting your education here at Montreat, transferring in from another school or returning to continue your education, we as a residence life team want you to know that we have looked forward to your coming!

We want you to feel at home. A big part of feeling comfortable here will be your room and your hall (of course, this includes your roommate!!).

As you read through this residence life section, we hope that you will find this guide helpful in explaining residence life at Montreat College.

Before long, we hope that you will feel that this is more than a place to go to school. We hope that you will feel it is a place to call your second home! On behalf of the Student Services staff, welcome...or welcome back! We look forward to serving YOU!

OUR COMMITMENT

We, as a Student Services staff, desire that our residence life program be known for one defining characteristic—that each of us would have a **servant's heart** toward others.

"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the peace through the bond of peace...Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things, grow up into Him, who is the Head, that is, Christ. From Him, the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work."
Ephesians 4:1-3, 14-16

RESIDENCE LIFE STAFF

To assist residents in developing healthy self-governance, the college provides each residence hall with a Residence Director along with several Resident Assistants. The Residence Director lives in the apartment on the first floor. His/her selection is based on qualifications that include a model of Christian character, an ability to administer organizational programs and a pronounced interest in working with college students.

Each Residence Director has been given the responsibility to manage the overall operations of the residence hall, to develop and support their staff, to act as a liaison between their residents and the Student Services staff, and to organize both educational and social programs in the hall.

Resident Assistants are selected to work with residents on each floor in the residence hall. They have the meaningful challenge of helping to involve fellow students in a variety of activities and experiences that are designed to make residence living more conducive to healthy growth and development. They are selected on the basis of their Christian character, their ability to manage their own affairs while helping to organize the affairs of the residence hall, and a demonstrated rapport with fellow students. Resident assistants are available to help residents with personal problems and to offer guidance and support.

Living together always carries a number of responsibilities. Over the years, the residence life staff and Montreat College students have found the following procedures to be the best way of providing a quality living community.

As a residence life staff, it is our hope that your experience in the residence halls will be founded in faith, demonstrated in love, bound in peace, and evidenced in growth.

ISSUANCE OF KEYS

Each resident is given a key to his/her room when he/she moves in. To receive a key the resident must acknowledge receipt of the key in writing. Failure to return the room key or loss of the key will result in a five dollar charge to the student's account.

Residents are encouraged to keep their doors locked at all times when they are away from their rooms. The college is not responsible for the loss or theft of residents' personal belongings. A five dollar fine will be imposed when residence hall staff are asked to open residents' doors with the master key.

ROOM FURNISHINGS

All residence halls are furnished with single beds, chairs, desks, dressers or drawer space, and clothes closets. Each student must provide his/her own waste basket, linens, blankets and pillows. Some students find it desirable to also bring a bookcase and a study lamp. Curtains or blinds are provided in each room.

Window dimensions are:

M-A Hall	width 97" x height 57"
*Closets use long curtains that are the size of shower curtains.	
MCGREGOR HALL	width 74" x height 62"
DAVIS HALL	width 80" x height 67"
HOWERTON HALL	width 68" x height 61"

OCCUPANCY OF ROOMS

Students are encouraged to check the college calendar regarding the date and time to arrive on campus at the beginning of the fall and spring semesters. There will be a twenty-five dollar charge per day if a student arrives early without prior permission. Keys for rooms will not be issued prior to the official opening of the residence halls.

There are several official college breaks when the residence halls are closed. Prior to the beginning of these breaks, the Associate Dean of Students will set a date and time when the residence halls must be vacated. The official college breaks are:

Fall Mid-Term Break
Thanksgiving Break
Christmas Break
Spring Mid-Term Break

During these breaks, residents may leave their clothes and personal items in their rooms. At the conclusion of the spring semester, all personal property must be removed from the residence halls.

PRIVATE ROOMS

Private rooms will cost $400.00 per semester above the normal rate for a regular room. A private room is available only on the basis that such rooms exist after all students have been housed. If a student resides in a private room, a private room form needs to be completed and turned in to their Residence Director.

If during the first week of each semester a student loses his/her roommate and there are other students who have also lost their roommates, the remaining students will be asked to consolidate or they will be charged the private room rate. This creates a standard of equity for those students renting private rooms.

ROOM CHANGES / CONSOLIDATION

Room changes are discouraged but may be permitted. A Room Change Request form may be obtained from the Office of Student Services. The resident will then be notified by his/her Residence Director of the decision concerning the room change.

RENTER'S INSURANCE

Some students' valuables and belongings are covered for loss and theft by their families' home owners insurance policy. It is advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a "renter's insurance policy" be purchased through a local insurance company.

ROOM DECORATIONS

Realizing that residence hall rooms represent the home of the student during his/her stay at the college, students should decorate their rooms in a manner according to the Christian community in which we live. Examples of unacceptable room decorations would include offensive pictures or objects, pictures of illegal drugs or alcoholic beverages, or street signs.

With such violations, the Residence Director will issue a warning for the removal of the material. At that time, the student must remove the material or issue an appeal to the student court.

LOFT POLICY

Any loft plan must be approved by the college maintenance staff prior to construction.
1. Submit a request for approval through your RD.
2. Wait for written approval by maintenance.
3. Notify RD when construction is complete.
4. Maintenance will check for final approval.
5. Approval will be based on safety factors and potential damage to room and furniture.
6. There will be a $50 charge for removal, storage and return of any furniture.
7. There will be a charge for reassembling beds stored in the residence hall rooms.
8. A $100 deposit will be charged to assure all rooms are returned to their original set-up prior to checking out. **The deposit will be forfeited if the room is not returned to the original set-up and returned within two weeks of the end of the school year.**
9. **Permanently attached furniture and the new furniture in Howerton Hall may not be removed.**
10. Lofting materials may not be stored on campus over the summer.

INVENTORY CHECKLIST

The residents of each room will sign an inventory checklist immediately after moving into their room. Any damage or missing furniture not indicated on this form will be charged to the room occupants at the time of room change or final checkout.

Rooms must be left clean at the beginning of vacations and at the end of the year when students checkout. Failure to do so will result in a fine of $25.00.

ROOM CLEANLINESS

Periodic room inspections will be held to meet the expectations of the Health Department of North Carolina.
Food stored in a room should be kept in a tightly closed container, in order to keep insects and other pests out of the building.

ROOM DAMAGES

Students will be responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc.

Do not place posters on the walls with nails, glue or double stick foam. Putty and masking tape may be used. No nails are to be driven in the walls or woodwork for any reason. Do not write or draw on college property.

Any damage to school property will result in a fine and possibly disciplinary action.

No furniture is to be moved out of the residence hall rooms. Room furniture, which is bolted or secured to walls or floors, is not to be moved out of its original position.

ROOM ENTRY, SEARCH AND SEIZURE

Recognizing that the room of each student represents his/her home, the college consistently strives to respect the element of privacy. Under certain circumstances, however, it is necessary for Montreat College staff to enter a student's room. These circumstances are as follows:

1. Regular maintenance, safety, and health inspections.
2. With reasonable cause, college officials may search a room of any resident student. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bath or suite, and seizure of illegal goods or stolen property. The Residence Director must be present to supervise the search of any student's room. Every effort will be made to contact the individual before proceeding into the student's room.

3. Emergencies, with no search warrant or notice given, such as:
   - Incident to and following a lawful arrest,
   - For and in pursuit of a fleeing dangerous criminal suspect,
   - Under urgent necessity (i.e. persistent loud screaming, medical emergencies),
   - Necessary to prevent loss or destruction of an item to be seized.

TELEPHONES AND TELEVISION

Each residence hall room is equipped with basic cable TV and local phone connections at no additional cost. A personal phone must be provided by the student. Long distance service is available at the usual long distance service charge. Please use care, consideration and judgement in regulating the residence hall lobby television.

BULLETIN BOARDS

The Residence Director has the responsibility of determining what items are appropriate to be placed on the residence hall bulletin boards.

SMOKING POLICY

Smoking is not permitted in residence hall common areas or in any residents' rooms.

PETS

Pets of all descriptions are prohibited from the residence halls, except fish in a maximum 10-gallon aquarium. Because Residence Directors live in private permanent residences, they may have a pet, which the entire hall can enjoy.

STUDY HOURS

In order to create an environment within the residence halls which is conducive to academic growth and rest, the residence

halls are to be reasonably quiet at all times and especially quiet during study hours, Monday through Thursday from 7:00 - 9:00 pm. It is also to be quiet every night from 11:00 pm to 8:00 am. Excessive noise during these times may result in disciplinary action.

KITCHEN

Davis, McGregor and Montreat-Anderson Halls each contain a kitchen that may be used by the residents. All residents who use these facilities are expected to clean up after using them. Basic utensils for the hall are available from the Residence Director.

LOCKING UP

For the safety and protection of the students, the residence halls will be locked at midnight Sunday through Thursday, and 1:00 am Friday and Saturday.

FIRE SAFETY

Each residence hall will hold fire drills on a periodic basis, and evacuation routes are posted in a central location on each residence hall floor. Each floor is equipped with a fire extinguisher. Open flames such as candles and open coil heaters are not permitted in the residence halls.

HALL MEETINGS

Periodically, each residence hall will have meetings regarding the expectations and needs of their residence hall as a community. Examples of such topics to be covered in a hall meeting would include planning hall activities, the election of representatives, and various educational events. Up to two required meetings may be called, with a three day notice, per semester. Students who fail to attend without prior approval will be fined $10.

VISITATION AND OPEN DORM

VISITATION:
Davis, Howerton, and Montreat-Anderson Halls may have up to three visitation evenings each week for guests of the opposite sex. The following conditions must be met:

1. The hours may not exceed 6:00 - 11:00 p.m. weekdays and 2:00 p.m. - 11:00 p.m. weekends.
2. A sign-in book will be placed in all of the lobbies. When a resident has a guest, that resident must escort the guest from the lobby to his/her room. The sign-in book must be signed by both guest and resident along with the time of visit before entrance into the restricted areas is permitted. When the guest leaves the dorm, the resident must then escort that guest back to the lobby where both parties once again sign their names and the time of departure. This resident is responsible for the actions of their guest while they are in the dorm.

OPEN DORM:
Davis, Howerton, and Montreat-Anderson Halls may host up to two open dorm events per month.
1. Guests do not have to be escorted during an open dorm.
2. Guests must sign in at the lobby desk and leave a college ID or keys.
3. Open dorm hours may not exceed 8:00 p.m. - 11:00 p.m.

The following conditions apply to visitation and open dorm events:

1. There must be a 3/4 approval through a secret ballot by residents to adopt visitation or open dorm days and hours.
2. Each visitor will enter and leave by the front lobby door.
3. Hall, suite, and private restrooms are off limits to the opposite sex guests. Lobby restrooms are available off each residence hall lobby.
4. For external security reasons, there **must** be someone manning the desk in order to conduct visitation or an open dorm event. If there is no one at the lobby desk, guests may not enter the halls.
5. Excess noise will be monitored by residence hall staff and all residents and guests must comply with any request to reduce

the noise level. A second request will result in discontinuation of open dorm or visitation rights that day for these residents and guests involved.
6. Doors must be kept wide open when a guest of the opposite sex is present.
7. Hosts are responsible for the actions of non-student guests.
8. Residents are encouraged to be sensitive and considerate of their roommates when considering participation in visitation and open dorm events.
9. A student not wishing to participate in the event will keep his or her door closed. Guests will be prohibited from disturbing those rooms.
10. Residents may choose to have up to **three** visitation evenings each week, two during the week and one on the weekend.
11. A trial period for the new visitation/open dorm program will go into effect fall semester 1995.
12. The Student Government Association, along with residence life staff and dorm presidents, will develop an evaluation plan by the end of Leadership Week 1995 and conduct an assessment of the program by the end of fall semester 1995.

Because the breaching of any of the visitation or open dorm guidelines is an offense to every member of a particular dorm, the penalties for such an action are as follows: Upon first offense, both the violator, as well as the resident host will be fined $25.00 each. The second offense will carry the fine of $50.00 to both offending parties. Finally, a third offense will strip both parties of all visiting rights to any of the dorms for the remainder of the year, and a referral of such a case to the Dean of Students for possible suspension.

VISITING IN RESIDENCE HALL LOBBIES

The lobbies in the residence halls are open from 8:00 am to 12 midnight Sunday-Thursday and 10:00 am to 1:00 am Friday and Saturday.

OVERNIGHT GUEST POLICY

All guests who stay in the residence halls after closing must register with the Residence Director and/or Resident Assistant. If the guest has a car, it should be registered as well. The resident student is responsible for his/her guest as long as he/she is staying with the student.

Any student who houses a guest and fails to have them register is subject to sanctions. All guests must conduct themselves in accordance with the college regulations.

FRESHMAN OVERNIGHT RESTRICTION

Due to the need for new students to acclimate themselves to college life, during the first three weeks of the orientation period at the beginning of the college year, freshmen are not allowed to leave the campus for an overnight. During this orientation period, freshmen must be in their residence hall by 12:00 midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday.
After the first three weeks of the orientation period, students may use their discretion in choosing the number of evenings spent away from campus.

SIGNING IN AND OUT

All students are expected to make sure someone in the residence hall is notified when taking an overnight. Letting a friend or roommate know where you will be when off campus and when you plan to return allows the Resident Assistant to reach you in case of emergency.

RESIDENCE HALL CHECK-OUT PROCEDURES

All non-graduating students must check out of their residence hall room within 24 hours of their last exam. The residence halls will officially close at noon the day following the final day of exam week. Graduating seniors and commencement

marshals may remain in the residence halls until 5:00 p.m. on the day of commencement.

To Check Out:

1. Each resident, including graduating seniors, must schedule an appointment with the Residence Director a week prior to the first day of exam week. Appointment sheets will be available with the Residence Director at this time.
2. Prepare room for check-out by removing all stickers, posters and adhesive particles from doors, walls, windows, and furnishings. Rearrange room furniture so that beds are returned to their original location and dressers are not stacked. All furnishings and closet doors must be assembled and in the condition they were found at the beginning of the year. All personal belongings must be removed from the room prior to being checked out. Sweep or vacuum room, dust furniture and place all trash in proper receptacles.
3. All damages assessed during the check-out process must be paid at the time of check-out in order to clear the resident's records and grade reports and to avoid cancellation of the resident's housing request for the following year.
4. All damage to common areas will be charged to those individuals responsible for damage. If the responsible individuals cannot be determined then the damages will be charged to the residents of the hall.
5. All outstanding damages and fines will be charged to residents' accounts.
6. Roommates should discuss prior to checking out who is responsible for any damages. Otherwise, the damages will be divided between the roommates. If one roommate has already checked out and the damage was not discovered, the remaining roommate will be charged the full amount.
7. Report to the Residence Director's apartment at the time of the scheduled check-out appointment. Please be prompt and ready to be checked out. The Resident Director will inspect the room, collect the key, complete necessary paperwork, and make charges for any damages to the room or common area.

Important Notes:

1. Students will not be allowed access to their rooms once they have checked out.
2. **Any student who fails to complete all of the check-out procedures will be fined $50.00.**
3. **Students who stay in the residence hall past their time to check out will be charged the summer conference rate per day.**
4. Failure to return the room key at the time of check-out will result in a lock replacement charge.
5. Summer storage will not be available in the residence halls. Students attending summer school may contact their Residence Director to determine what may be done with their possessions. Note that items stored between spring semester and summer school are stored at the student's risk. The college is not liable for lost, damaged or stolen items left in rooms.
6. Collection boxes will be available on the floors for food and clothing the residents no longer wish to keep. These items will be collected and delivered to local charities. Boxes will also be available for any college dining supplies (plates, utensils, etc.), which may be found in the halls.

Please note that if large items such as personal furniture and carpets are not removed from campus, the resident will be charged the cost of removal.

UPPERCLASS HOUSING

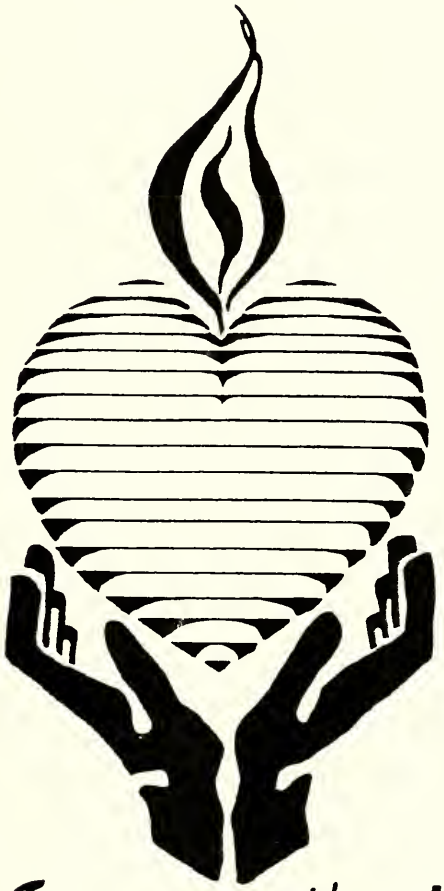
Qualifications: In order to be considered for upperclass housing, one must:

1. Be a junior or senior with credit hours and junior or senior class status, as stated in the college catalogue, or
2. Be age 21 or over regardless of class status.

Quiet hours for upperclass housing: In order to maintain an atmosphere conducive to study, quiet hours will be observed on Sunday through Thursday evening from 7:00 p.m. until 7:00 a.m., with the exception of open house. Open house shall not be scheduled more frequently than twice per week and not prior to exams. Visitation and open dorm policies will be posted at the beginning of each school year.

A FINAL WORD

Residence life comes to "life" because of you. The Residence Directors and Resident Assistants are here to serve you. Let us know how we can best accomplish that goal...and please, get involved! Our community won't be the same without you.



A Servant's Heart

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF MONTREAT COLLEGE

MBLE

e students of Montreat College, in order to facilitate student affairs, to assume collective responsibility for our conduct, to further development ming responsible individuals, to foster academic excellence, and to promote moral strength within the Judeo-Christian tradition, do hereby nd ordain an association of students devoted to the realization of these ends, under the authority administered through the Board of Trustees and ne ultimate authority of God.

CLE I: Student Government Association

1 - Name

ne of this organization shall be known as the **Student Government Association of Montreat College**, hereinafter referred to as the SGA.

2 - Membership

mbership shall consist of every full-time student of the college who by completing his/her registration shall indicate his/her acceptance of its es and responsibilities.

LE II: Supremacy and Purpose

1 - Supremacy

A shall understand that the President and the Board of Trustees of the College have the ultimate authority in all matters governing Montreat- on College.

2 - Purpose

rovide a sound democratic student government as a participant in the decision-making processes of college life.
romote the welfare of the student community by providing an avenue for student expression, social interaction, cultural awareness, and student ices.
rovide a forum for the free discussion of issues which concern the student body.
nake recommendations to the administration and/or faculty concerning areas outside student control.
SGA shall be the primary governing body to advocate student rights and to promote the general welfare of all students.
epresent student opinion to the trustees, administration, alumni, faculty, and staff.
ooperate with the administration in setting and maintaining credible standards of living in all phases of college life.

LE III: Advisors

1 - SGA Advisors

icial non-voting advisors serving alternating two-year terms to the SGA Executive and Legislature shall be nominated by the SGA Executive tee from among the members of the faculty, administration, or administrative staff. They shall be elected by a majority vote of the SGA ure at their first or second meeting of the academic year. At least one advisor is expected to be present at all SGA Executive and Legislature s.

2 - Resource Advisor

ociate for Student Activities is the liaison person between the Administration and the SGA. He/She acts as an ex-officio non-voting advisor GA Executive and Legislature. At the discretion of any SGA standing committees, the resource advisor may be present.

LE IV: SGA Executive
tee

1 - Membership

mbers of the Executive Committee of the SGA shall be the President; Vice President; Secretary/Treasurer; the Senior, Junior, Sophomore, shman Class Presidents; the Senior Associate Justice; and the Student Activities Chair. The SGA advisors and the resource advisor are ed non-voting members of this committe.

2 - Duties of the Executive tee

tend all meetings of the SGA.
ll all vacancies in the membership of the SGA legislature when deemed necessary.
repare advisory reports for the Legislature's consideration and to make recommendations for new legislation, clarify desirable changes in ing legislation, and prepare an agenda for the next SGA meeting.
ecommend that all presidents of clubs and organizations send a representative to the SGA Legislature meetings as a non-voting member.
eet at least once every two weeks, and more often when deemed necessary. This meeting is considered a closed session, except for persons d specifically above in Section 1. Executive reserves the right to invite non-members when deemed necessary.
ke appropriate action on those SGA legislators who are in violation of the attendance policy.
evise the Constitution when deemed necessary.
point any temporary committees as deemed necessary.

n 3 - Duties of SGA President
o call and preside over all meetings of the SGA Executive and the Legislature.
o serve as Chair of the Executive Committee.
o serve as the official representative of the student body.
o conduct orientation meetings each fall and spring for newly-elected members.
o appoint any temporary committees as deemed necessary.
o serve as a member of the Board of Trustees' Executive and Student Life Committees.
o make recommendations for student representatives and/or nominees to the administration, faculty, and board committees as approved by the ssociate for Student Activities.
he President can cast a vote with the minority when it will produce a tie vote and thus cause a motion to fail, however the President may not ote at any other time.

n 4 - Duties of SGA Vice President
o perform all duties of the President in his/her absence.
o serve on the SGA Executive Committee.
o serve as chair of the Elections Committee.
o serve as chair of the Food Committee.
o serve as chair of the Relations Committee.
o serve as Parliamentarian.
o provide, in conjunction with the SCA President, a prayer breakfast or dinner when feasible.

n 5 - Duties of SGA Secretary/ Treasurer
o keep the minutes of all meetings of the SGA Executive and the Legislature and post typed copies of the SGA Legislature meeting within twenty- our hours following each meeting.
o submit copies of the minutes to the Executive Committee of the SGA, Dean of Students, and President of the College.
o keep records of the SGA Legislature members who are absent and notify the Executive Committee of absences numbering two (2) or more.
o serve on the SGA Executive Committee.
o serve as chair of the Student Budget Advisory Committee.
o attend to the correspondence and clerical work of the SGA Executive and the SGA Legislature.
o submit a written financial statement to the SGA Legislature of accounts of all student organizations receiving allocations through the college. ive a financial report in December and in May to the SGA Legislature.
o receive and file reports from the Honor Court and each Judicial Council monthly.
o meet with all SGA chartered organization secretaries and treasurers when deemed necessary.

n 6 - Duties of Senior Class President
o serve on the SGA Executive Committee. On the SGA Legislature. All qualifications and duties of these members have been mentioned within e article concerning the Executive Committee.
o serve as chair of any special class programs in conjunction with the Student Activities Chair.
o serve as co-chair of the Teacher Appreciation Committee.
o serve on, or chair, any temporary committee appointed by the SGA President.
o conduct a class meeting on a regular basis.
o hold a class meeting during the third week of the academic year for the election of the class vice president and class member-at large.
esignate duties among his/her officers.
erve as a facilitator for the class which he/she represents to the SGA.
hall instigate action on behalf of the class officers.

n 7 - Duties of Junior Class President
serve on the SGA Executive Committee.
serve on, or chair, any temporary committee appointed by the SGA President.
serve as chair of any special class programs in conjunction with the Student Activities Chair.
serve as co-chair of the Teacher Appreciation Committee.
conduct a class meeting on a regular basis.
hold a class meeting during the third week of the academic year for the election of the class vice president and class member-at-large.
signate duties among his/her officers.
ve as a facilitator for the class which he/she represents to the SGA.
ll instigate action on behalf of the class officers.

n 8 - Duties of Sophomore Class President
serve on the SGA Executive Committee.
serve as chair of the Health Committee.
serve as chair of any special class programs in conjunction with the Activities Chair.
conduct a class meeting on a regular basis.
hold a class meeting during the third week of the academic year for the election of the class vice president and class member-at-large.
ignate duties among his/her officers.
ve as a facilitator for the class which he/she represents to the SGA.
ll instigate action on behalf of the class officers.

9 - Duties of Freshman Class President
erve on the SGA Executive Committee.

o serve as chair of any special class programs in conjunction with the Student Activities Chair.
o conduct a class meeting on a regular basis.
o hold a class meeting during the third week for the election of the class vice president and class member-at-large.
esignate duties among his/her officers.
rve as a facilitator for the class which he/she represents to the SGA.
hall instigate action on behalf of the class officers.

on 10 - Duties of Student Activities Chair
o serve on the SGA Executive Committee.
o work closely with the Associate for Student Activities in sharing and carrying out the planning and executing of activities on campus.
o conduct a Student Activities Committee meeting of leadership scholarship recipients, an elected representative from each residence hall (one sentative for activities and one representative for intramurals), and all other members of the student body.
o delegate jobs of publicity and special emphasis weekends to various members.
o select from the leadership scholarship recipients, representatives of the residence halls and members of the student body and form subcommittees lp with advance planning for student activities and the intramural program.
o always be open to ideas from students, faculty, and administration to enrich the activities.
o serve on the Campus Life Committee of the Faculty.
o serve as a member of the Student Budget Advisory Committee.

on 11 - Duties of Senior Associate Justice
o serve on the SGA Executive Committee.
o facilitate needs and concerns from the judicial system to the SGA.
hall instigate action on behalf of the Judicial System.
rve on committees as designated by the SGA President or Executive Committee.
erform all other duties vested within him/her as Senior Associate Justice.

on 12 - Parliamentary Procedure/Quorum
bert's Rules of Order shall serve as the parliamentary authority in all SGA Executive Committee meetings. However, it shall not take precedence his Constitution.
terpretation of all parliamentary procedure shall be the responsibility of the SGA Vice President.
quorum shall consist of three-fourths of the total membership of the SGA Executive, with at least one SGA Advisor present. A quorum must sent in order to transact business.

on 13 - Vacancies and Succession
for any reason, a vacancy occurs in the Office of the SGA President, the vice president shall automatically assume the responsibilities and position Office of SGA President.
for any reason, a vacancy occurs in the positions of Vice President, Secretary/Treasurer, the Legislature shall nominate and appoint persons to e the responsibilities of these positions. All qualifications will still need to be met from within this Constitution, in accordance with the ications of the Office of Student Services. Persons elected to fill these offices can hold no other office in the SGA.
for any reason, a vacancy occurs in the position of a class president, the elected class vice president will assume the responsibilities and position class presidency. In this case, the position of vice president of the class will be open for nominations from the class.
for any reason, a vacancy occurs in the position of Student Activities Chair, the Student Activities Committee will nominate an individual to GA. The individual must have a two-thirds (2/3) approval of the SGA Executive and Legislature.
on the absence of an SGA member to the SGA Executive Committee, that member has forfeited his/her right for representation for that meeting.

n 14 - Attendance Policy

tive Committee members can miss only two Exeecutive Committee meetings per semester unexcused. Excused absences must be cleared th the SGA President, Vice President or the Secretary/Treasurer before the time of the meeting.

CLE V: SGA Legislature

n 1 - Membership
embers of the SGA Legislature shall be composed of the SGA President, SGA Vice President, SGA Secretary/Treasurer, Senior Associate ;, Class Presidents, Class Vice Presidents, Class Members-At-Large, Residence Hall Presidents, SCA President, Student Activities Chair, Honor Chair, Judicial Council Chair, and Off-Campus Student Representative, as voting members. Representatives of all SGA recognized clubs and zations shall be non-voting members.

n 2 - Duties of the Legislature
ke recommendations for new legislation and changes in the existing legislation.

n 3 - Duties of the Executive Members to Legislature
embers of the SGA Executive Committee shall also serve as voting members and jutics of these members have been mentioned within the article ming the Executive Committee.

n 4 - Duties of Off-Campus Student Representative
report the needs and concerns of the Off-Campus Students to the SGA.
have Off-Campus Student meetings on a regular basis.

ion 5 - Duties of Residence Hall Presidents
o report any problems and morale of their respective residence hall to the SGA.
o be responsible for conducting special programs such as Adopt-A-Family within the residence hall.
he Residence Hall President will be elected by the hall residents.

ion 6 - Duties of Class Vice Presidents
o preside in the absence of the class president during class meetings.
o perform duties assigned by the class president.
erve on committees as designated by the SGA President or Executive Committee.
eep accurate records of each class meeting.
istribute all necessary records to fellow class officers.

on 7 - Duties of Class Members-At-Large
o attend all official class meetings.
erform duties designated by the class president.
erve on committees as designated by the SGA President or Executive Committee.

on 8 - Duties of Student Christian Association President
o serve on the SGA Legislature.
o facilitate needs and concerns from the Student Christian Association to the SGA.
hall instigate action on behalf of the Student Christian Association.
hall serve on committees as designated by the SGA President or Executive Committee.
erform all other duties vested within him/her as President of the Student Christian Association.

on 9 - Duties of the Honor Court Chair
o serve on the SGA Legislature.
o facilitate needs and concerns from the Honor Court to the SGA.
hall instigate action on behalf of the Honor Court.
erve on committees as designated by the SGA President or Executive Committee.
erform all other duties vested within him/her as Honor Court Chair (see Article V, Section 5, Subsection C).

on 10 - Duties of the Judicial Council Chair
o serve on the SGA Legislature.
o facilitate needs and concerns from the Judicial Council to the SGA.
hall instigate action on behalf of the Judicial Council.
erve on committees as designated by the SGA President or Executive Committee.
erform all other duties vested within him/her as Judicial Council Chair.

on 11 - Standing Committees
he Relations Committee shall be chaired by the SGA Vice President and composed of at least six members of the student body. The Relations nittee will explore internal and external avenues of student communication. This committee will make recommendations to the SGA and ment ideas concerning student relations.
he Student Budget Advisory Committee (SBAC) shall be chaired by the SGA Secretary/Treasur and composed of the SGA President, Student ities Chair, and an appointed member of the student body. The SBAC shall work with the Associate for Student Activities in evaluation of budgets itted by all organizations, publish the appropriations of the funds which apply to the Student Activities, determine the wishes of the student body egard to the spending of these funds, and distribute its proposed budget to the Legislature before the last three weeks of the current school year. nations of any budget changes must also be presented to the SGA Legislature.
udent Activities Committee
tudent Activities Committee shall be composed of a chair elected by the student body, a vice chair selected by the Student Activities Chair, elected entatives from each residence hall, and a representative from the off-campus students. All full-time enrolled students of Montreat College are dered members of the committee; and all faculty, administration, and administrative staff are members. Recipients of leadership scholarships, nce hall representatives for activities, residence hall representatives for intramurals, are required to attend and participate. The committee's se shall be to organize subcommittees to plan social, recreational, cultural, and educational programs for the Montreat College community.
e Food Committee shall be chaired by the SGA Vice President and composed of a select number of students from each class, with the Associate udent Activities serving as the Advisor. Either the Dean of Students or the Associate for Student Activities must be present in the event of voting. ood Committee shall examine complaints and/or suggestions concerning the betterment of meals and the sanitary conditions of the Dining Hall he Cavalier Grill.
e Student Health Committee shall be chaired by the Sophomore Class President and composed of three (3) members of the student body. The e nurse shall serve as advisor. This committee shall promote personal, social, and environmental factors that lead to the good health of students ll as others. This committee shall recommend or sponsor health education programs and blood drives in conjunction with the college nurse. In ent of an epidemic or other campus-wide health matter, this committee would implement any emergency procedures or special programs.

n 12 - Ad-Hoc Committees
committees shall be appointed by the SGA President when deemed necessary.

n 13 - Joint Faculty/Administration and Student Committees
GA has a student representative serving on the following committees:
culty Committees
mic Affairs, Administrative, Admissions, Athletic Advisory, Campus Life, Learning Resources/Library, Professional Growth, Retention, and ial Life.

oard of Trustees Committees
emic Affairs, Building and Grounds, Development, Executive, Finance, and Student Life. The student representatives chosen for these committees
ppointed and approved by the SGA Executive and the SGA Legislature.

on 14 - SGA Chartered Organizations
rganizations of students may be recognized by the SGA through the process of chartering. To charter an organization, the interested group of
iduals must submit a charter to the SGA Executive Committee for approval. Upon a two-thirds (2/3) approval in Executive, it will be sent to
egislature for a two-thirds (2/3) approval. Upon this approval, it will be recognized as a SGA chartered organization. It is recommended that
GA member serve as an advisor to this process.
n organization must be recognized by the SGA through a charter to be eligible for receiving any student activities funds. The organization must
it a budget proposal at the designated times, set forth by the Student Budget Advisory Committee.
ere should be an official non-voting advisor to SGA chartered organizations which shall be selected from among the members of the faculty,
nistration or administrative staff. Such advisors shall participate in official meetings at the discretion of the organizations by whom they are
n.
e SGA strongly encourages SGA chartered organizations to send a representative to the SGA Legislature meetings, increasing communication
n the internal network of the SGA and thus will be noted within the allocation of Student Activities funds.
e SGA reserves the right to re-examine an SGA chartered organization for failure to abide by the organization's charter for any reason. In order
organization to be de-chartered, the SGA Executive and Legislature both must have a two-thirds (2/3)vote for approval of dechartering.

on 15 - Attendance Policy
oting members of the SGA Legislature will attend each meeting of the SGA Legislature unless for a legitimate reason he/she is unable to do so.
ich case, he/she is to send a representative from his/her organization. Each member is allowed on excused absence (i.e. no representative is sent)
v inform a member of SGA Executive before the time of the meeting. Any member who is not represented at two meetings during a semester
e required to resign. Any member who is absent from five meetings during a semester, whether represented or not, will be required to resign
osition he/she holds. However, any case may be reviewed by the Executive Committee Executive Committee members can only miss two
utive Committee meetings.

on 16 - Parliamentary Procedure/Quorum
bert's Rules of Order shall serve as the parliamentary authority in all the Legislature meetings. However, it shall not take precedence over this
itution.
erpretation of all parliamentary procedure shall be the responsibility of the SGA Vice President.
quorum shall consist of three-fourths (3/4) of the total membership of the SGA Legislature, with at least one SGA advisor present. A quorum
be present in order to transact business.

CLE VI: Judicial Branch

n 1 - The Honor System Purpose, Membership, and Duties
ction A - Purpose.
eat Anderson College is firmly committed to the principles of honor. The Honor System is based upon principles that a spirit of trust should
le all aspects of student life. Its essence is that each student's word can be trusted and that any violation of a student's word is an offense against
mmunity.
ction B - Membership and Duties
ership in the student body signifies a student's commitment to the Honor System. It is the responsibility of every student to act honorably in
ses of student life, to understand the rights and responsibilities under the Honor System, and to preserve the integrity of the Honor System.

n 2 - Ethics
llowing code of ethics for the Judicial Council, Appeals Court, and Honor Court members is set forth as a proper guide and as an indication
at the college expects from its members of the Judicial Branch.
e official and public behavior of any member of the Judicial Branch shall be beyond reproach and free from impropriety or appearance of
priety.
member shall mention, comment on, or discuss the case in any manner except when the Board or Council is sitting to consider the case.
th the exception of the chair, each member should refrain from learning about the case.
nember shall not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor of apprehensive of
criticism.
nember shall disqualify him/herself from a case if it can be reasonably inferred that he/she is incapable of rendering an impartial judgment.
en considering a case, a member shall bear in mind that she/he is deciding whether a particular regulation or statute has been violated. A member,
er, should consider the welfare of the individual and the integrity of the college community in setting the sanctions to be imposed.
lations of this Code of Ethics should be reported to the Judicial Review Board.

n 3 - Honor Code Violations
ction A - Felonies
ses concerning charges which give rise to criminal felony charges in local, state or federal courts may be directed to the Dean of Students by
the appropriate student court or the accused. The Dean of Students will either hear the case administratively or delay any hearing pending the
he of criminal proceedings.
ction B - Cheating includes, but is not limited to:
viding or receiving unauthorized assistance in academic endeavors (e.g. quizzes, tests, reports, or term papers).
of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments.
use, without permission, of tests, other academic material belonging to a member of the college faculty or staff.

section C - Plagiarism includes, but is not limited to:
he use, by paraphrase or direct quotation, of the published or unpublished work of another person without complete acknowledgement of the source.
he unacknowledged use of materials prepared by another person or agency providing term papers or other academic materials.
he unacknowledged use of any portion of a computer algorithm or data file.
Vhen faced with conflicting definitions of plagiarism during a case, the Council shall adopt the definition set forth by the department/instructor lved in the case.
section D- Stealing includes, but is not limited to:
he unauthorized taking, misappropriation, or possession of any property owned by, belonging to, or maintained by the college, an organization, or her individual.
he possession, retention, or disposal of stolen property.
section E- Deception includes, but is not limited to:
ny false or deceiving representation and any attempt to avoid meeting the stated course requirements.
alse statements to avoid taking examinations or turning in assignments at the scheduled times.
ubmitting falsified, invented, or fictitious data or evidence.
oncealing or distorting the true nature, origin, or function of data or evidence.
section F - Academic Misconduct includes, but is not limited to:
ampering with grades.
aking part in obtaining or distributing any part of an unadministered exercise.
ny attempt to gain access to or aid another in gaining access to any computer account other than one's own without proper authorization.
ny attempt to gain access to or aid another in gaining access to, without proper authorization, department offices, faculty offices, laboratories, y place where unadministered academic exercises are kept.
section G - Hazing includes, but is not limited to:
ny type of physical or verbal abuse.
iolence, punishment, humiliation, or intimidation by another student.
ection H - Contempt of Court includes, but is not limited to:
nstances of perjury (knowingly giving false testimony) in any branch of the judicial system.
cts which obstruct a judicial action or procedure.
ailure to comply with sanctions imposed by any Court of the Judicial Branch.

on 4 - Sanctions
ial Courts may impose the following sanctions:
lcohol Education Class
upervised by the Counseling Center.
fficial Reprimand
cident may be considered to be one of thoughtlessness on the part of a student. The official reprimand is a written notification to a student ating that he/she has been found guilty of a violation and that any other violations of college regulations for which the student is found guilty esult in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the sanction, further n will be taken, which may include suspension. The official reprimand normally remains in effect for one full academic year. If there are no ional violations during that year, the official reprimand will be removed from the student's record.
ommunity Service Hours/Restitution Community service hours are intended to benefit the individual and the campus. Those not wishing to rm community service hours will be given a sanctioning option. If the student does not complete the assigned community service hours by the red date, the student's grades will be withheld until verification of the completion of the hours is provided.
eferral for Counseling
the opinion of the hearing body or officials of the college, a student's involvement in a disciplinary situation will be best served by counseling, tudent may be required to attend counseling sessions with a member of the Montreat College Counseling Center.
eimbursement
age to person or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a ion.
isciplinary Probation
obationary status, imposed for a specific time period during which a student is expected to show a positive change in behavior. Furthermore, if tudent does not meet any special stipulations associated with the probationary standing or if he/she is found guilty of violating any other rule, ation or law, he/she may be suspended from the college.
ecommendations to Judicial Review Board to impose the following sanctions on behalf of the college administration:
oss of Housing Privileges
dent may lose his/her privilege of residing in college owned housing as part of an imposed sanction.
isciplinary Suspension
emoval of a student from the college which permits the student to return after the period of sentencing. While a student is suspended, he/she t to return to the campus, grounds, programs, facilities, and activities of the college without written permission from the Dean of Students. If udent returns to campus without written permission during the time period for which he/she is suspended, his/her eligibility to return to Montreat-rson College in the future may be threatened.
isciplinary Expulsion
emoval of a student from the college for the remainder of the academic year. While a student is expelled, he/she is not to return to the campus, nds, programs, facilities, and activities of the college without written permission from the Dean of Students and must vacate the campus within ty-four (24) hours of the final decision.

on 5 - Honor Court
ection A - Purpose
promote the Honor System within the college community.
bring to the attention of the Dean of Students practices which encourage violations of that system.
receive and investigate reports of alleged violations.

› hold hearings and render decisions on the charges in accordance with the Constitution and the Student Handbook.
› act as a substitute Judicial Council when Judicial Council case load becomes overloaded and the chair of the Judicial Council requests the transfer
ase.
ection B - Qualifications
fficers must have attended M-AC the two previous semesters.
›uncil members must have a 2.0 cumulative college QPA or previous semester average of 3.0.
eshmen are to be elected in the fall.
ll other qualifications within this Constitution must be met.
› avoid conflicts of interests. Resident Assistants shall not serve in the Student Judicial System.
ection C - Membership and Duties
air
› investigate each case to insure legitimacy of charges prior to delivering charges to the accused.
1. Interview plaintiff and defendant.
2. Interview all witnesses.
3. Any other steps deemed necessary by the chair.
› call and preside over all meetings of the Honor Court.
› inform the defendant of the nature and seriousness of the charges brought against him/her.
› report the decision of the Council to both the plaintiff and the defendant.
› present a monthly statement to SGA Legislature detailing the number, types of cases handled and decisions rendered on each case.
› be non-voting except as a tie- breaking vote.
› serve on SGA Legislature.
ce Chair
›tify, in writing, the plaintiff and the defendant of the time and place of the hearing.
› perform all the duties of the chair in his/her absence.
› inform the defendant of his/her rights.
› assist the chair in any way requested by the chair.
cretary
› notify all members of the Council of the time and place of meeting at least three (3) days in advance of the case.
› record in detail all discussions and decisions pertaining to each case.
› keep a permanent record of all cases handled by the Honor Court with the Dean of Students.
› keep a taped record of all cases appearing before the Honor Court. These tapes are to be maintained by the Dean of Students for a period of
ur (4) years.
› submit, in writing, to the Dean of Students, the SGA President, the SGA Secretary/Treasurer, plaintiff and defendant copies of the decisions
the Honor Court within forty-eight (48) hours of the meeting at which they are made.
all be a voting member.
ass Representatives
ie elected member from each class.
› hear and vote on each case appearing before the Council.
› assist the officers in any way deemed necessary.
lvisor
e (1) faculty member elected by the Council during their first meeting of the academic year.
› sit and hear all cases brought before the Honor Court.
serve as resource advisor for the Council.
all be non-voting member.
/She may not be an advisor to any other Student Judicial Court.
ction D - Meetings
ormational Meetings
all be held at least once a month.
e purpose of these meetings shall be:
1. Update members on the happenings of SGA Legislature.
2. Discuss ideas for the chair to take to SGA Legislature.
3. Any other business not related to a particular case.
se Meetings
be held as the need arises.
e purpose of these meetings shall be:
1. Hear cases brought before the Honor Court.
2. Render a verdict on each case appearing before the Honor Court.
3. Impose sanctions against guilty party or parties appearing before the Honor Court.

n 6 - The Judicial Council.
ction A - Purpose
hear all cases concerning violations of the college regulations, excluding Honor Code violations.
hear all cases concerning violations of civil law, whether on or off-campus.
bring to the attention of the Dean of Students practices which encourage violations of the handbook and/or residence hall regulations.
hold hearings and render decisions on the charges in accordance with the Constitution and the Student Handbook.
Tact as substitute Honor Court when Honor Court case load becomes overloaded and the chair of the Honor Court requests the transfer of a case.
ction B - Qualifications
(ficers must have attended Montreat the two previous semesters.
(uncil members must have a 2.0 cumulative college QPA or previous semester average of 3.0.
other qualifications within this Constitution must be met.
Tavoid conflicts of interests, resident assistants shall not serve in the student judicial system.

ection C - Membership and Duties
hair
o investigate all cases to insure legitimacy of charges prior to delivering charges to the accused.
1. Interview the plaintiff and defendant.
2. Interview all witnesses.
3. Any other steps deemed necessary by the chair.
o preside over all meetings of the Judicial Council.
inform the defendant of the seriousness of the charges brought against him/her.
o report the decision of the Council to the plaintiff and the defendant.
o present a monthly report to the SGA Legislature, outlining the seriousness of the violations and the decisions rendered.
hall be non-voting except as a tie-breaking vote.
hall serve on SGA Legislature.
ice Chair
o perform all the duties of the chair in his/her absence.
o inform the defendant of his/her rights
o assist the chair in any way he/she so requests.
ecretary
o record in detail all discussions and decisions pertaining to each case.
o keep a permanent record of all cases handled by the Judicial Council with the Dean of Students.
o keep a taped record of all cases appearing before the Judicial Council. These tapes are to be maintained by the Dean of Students for a pe-
of four (4) years.
o submit, in writing, to the Dean of Students, the SGA President, the SGA Secretary/Treasurer, plaintiff and defendant copies of the decisions
Judicial Council within forty-eight (48) hours of the meeting at which they are made.
ouncil Members
ch residence hall and the off-campus students are guaranteed one (1) seat on the Judicial Council. Every dorm will have a seat for up to the first
60) studentsand then would bgain one additional seat for every sixty (60) students thereafter. The Office of Student Services shall note
ment and notify the resident director of each group as to the number of Council members they are to elect.
o hear and vote on each case appearing before the Judicial Council.
o assist the officers in any way deemed necessary.
dvisors
ne (1) faculty member to be elected by the Council at their first meeting of the academic year.
o sit and hear all cases appearing before the Judicial Council.
serve as resource advisors for the Council.
all be non-voting members.
ither may be an advisor to any other student judicial court.
ction D - Meetings
heduled meeting once a week as necessary.
e purpose of these meetings shall be to:
ar cases brought before the Judicial Council.
nder a verdict on each case appearing before the Judicial Council.
pose sanctions against the guilty party or parties appearing before the Judicial Council.
ormation sharing.
1. Update members on SGA activities.
2. Discuss ideas for Chair to take to SGA.
3. Any other discussion not related to a particular case.

n 7 - Appeals Court
ction A - Purpose
review all written appeals brought before the court and determine if the appeal warrants a retrial.
hold hearings in which the granted appeal is retried and render decisions on the charges in accordance with the Constitution and the Student
ook.
peals court shall not be empowered to impose sanctions. They may only uphold or overturn the lower court's decisions.
decisions of the appeals court may be made available to the other courts as precedent. All references to persons involved in the situation will
ted from those decisions so as to protect the privacy of the accused.
ction B - Qualifications
ior Associate Justice
st be a senior and attended Montreat for the two previous semesters.
st have at least a 2.75 cumulative QPA.
istant Justices
st be either a junior or senior and attended M-AC for the two previous semesters.
st have at least a 2.0 cumulative QPA or previous semester average of 3.0.
void conflicts of interests, resident assistants shall not serve in the student judicial system.
ction C - Membership and Duties
ior Associate Justice
call and preside over all meetings of the Appeals Court.
gather all information pertinent to an appeal hearing.
report the decision of the Court to both the plaintiff and the defendant.
serve on both SGA Executive and Legislature.
istant Justices
re shall be two Assistant Justices.
assist the Senior Associate Justice as requested.
Assistant Justice shall be appointed by the Senior Associate Justice to serve as Secretary to the Court.

uties of Secretary
o notify all members of the Court of the place and time of meetings at least three days in advance of the case.
o record in detail all discussions and decisions pertaining to each case.
o keep a permanent record, with the Dean of Students, of all cases heard by the Appeals Court.
o keep a taped record of all cases handled by the Appeals Court. These tapes are to be maintained by the Dean of Students for a period of four ears.
o submit, in writing, to the Dean of Students, the SGA President, the SGA Secretary/Treasurer, plaintiff and defendant copies of the decisions e Appeals Court within forty-eight (48) hours of the meeting at which they are made.
he other Assistant Justice shall:

1. Assist the Senior Associate Justice in any way deemed necessary.
2. In the event of a trial, inform the defendant of his/her rights.
3. Perform all the duties of the Senior Associate Justice in his/her absence.

dvisor
ne faculty member to be elected by the Court at its first meeting of the academic year.
ne advisor to be either the Dean of Students or his/her designated representative. This advisor must remain the same throughout the year.
o hear all cases brought before the Appeals Court.
o serve as resource advisor for the Court.
hall be non-voting member.
lay be an advisor to any other Student Judicial Court.

***ection D** - Meetings*

e held as often as necessary.

on 8 - Judicial Review Board

***ection A** - Purpose*

o refer cases of questionable jurisdiction to the proper judicial court.
o hear and vote on requests of case removal from the student judicial court system to the administrative channels.
ear and try cases involving possible ethics violations of a member or members of the judicial branch.

***ection B-** Membership and Duties*

ean of Students to preside over all meetings of the Board.
culty Representative
o serve as secretary.
o represent the faculty's interests in preserving justice.
ppointed by the Vice President and Dean of Academic Affairs.
aculty Representative
present the Administration's interest in preserving justice.
nor Court Chair
o represent the student body.
o represent the Honor Court's interest in preserving justice.
dicial Council Chair
o represent the student body.
o represent the Judicial Council's interest in preserving justice.
udent Representative
lected by SGA
represent the Student Body

***ection C** - Procedure*

ritten requests are submitted to the Dean of Students.
e Dean of Students shall then have forty-eight (48) hours to call a meeting of the Judicial Review Board.
e Board shall then hear only the allegations and then render a decision. The case shall then be referred to one of the following:
onor Court.
dicial Council.
esident's Cabinet.
cases involving ethics violations, the Judicial Review Board shall observe the proceedures for the student judicial courts.
l decisions require a majority vote (50%+1).

n 9 - Right of the Defendant

be considered innocent unless proven guilty.
e student shall be informed of the nature of the charges that have been brought against him/her and that those charges are being investigated.
e student shall be informed immediately of the results of an investigation of which she/he is the subject.
e student shall have three (3) school days before a hearing may take place.
y student appearing before a Court of the Judicial Branch shall hear the accusations brought against him/her in the presence of the Plaintiff.
student shall be required to testify against him/herself.
ce a charge has been drawn, the court is committed to that charge, and shall not pursue any other charges.
during the course of a hearing, another violation is uncovered, the court will pursue that charge after the first case has been closed.
e court will view this newviolation as a separate matter and not allow the discovery to prejudice its verdict.
y student may have the right to appeal.
hen confidentiality is a major concern such as cases concerning sexual activity or illegal drug use, any student may make a written request to ean of Students to have his/her case removed from the student courts and transferred to the administrative level.
e student has the choice to have any member of SGA Executive present during any phase of t he trial after the actual summons are delivered.
e student has the right to be informed of his or her rights, as written herein, before he or she is questioned about any charges brought against r her. This will include cases heard by a student judicial body and those under administrative jurisdiction.
student shall have the right to have summons brought to him/her in person. If that person is unable to be reached within 24 business hours of awing of the summons, then the charged may be directly informed by phone (i.e. no electronic recording devices) upon approval of the Dean idents.

he student shall have the right not to receive cruel or unusual punishment.

n 10 - Waiver of Rights

e Defendant may waive any or all of his/her rights.

e defendant must submit a written waiver of his/her rights to the chair of the court hearing the case.

ce rights have been waived, they may not be claimed again during the course of the proceedings.

e waiver of rights does not carry from one trial body to another. Rights must be waived before each court if the defendant so desires.

n 11 - Appeals

ction A *- Grounds for Appeal*

ocedural violations.

olations of rights.

nction inconsistencies.

w evidence.

ction B *- Appeals Procedure*

dent requesting appeal must submit a written request for an appeal to the Senior Associate Justice within two (2) school days of original court's on.

e Appeals Court will then have up to three (3) school days to review the original case records of the lower court and determine if the grounds peal are valid.

e Senior Associate Justice must notify, in writing, the person requesting the appeal whether or not the request was granted within twenty-four ours of the meeting at which the decision was made.

ould the Appeals Court decide the appeal is valid and retry the case, the sanctions of the original court are stayed pending the outcome of the ls Court hearing.

he decision of the lower court is upheld, the sanctions of the lower court become effective immediately.

he decision of the lower court is overturned, the sanctions of the lower court are rendered null and void.

ould the Appeals Court decide not to retry the case, the sanctions of the original court become effective immediately.

ction C *- Evidence of New Violations*

ing the course of an appeals hearing, a new violation is uncovered, evidence of that violation shall be sent to the appropriate lower court for and possible hearing.

n 12 - Appeals to the President's Cabinet

ction A- *Grounds for Appeal*

ocedural violations.

olations of rights.

nction inconsistencies.

ew evidence.

ction B *- Appeals Procedure*

ce a student has exhausted his/her appeals through the Student Courts, a student may make a final appeal to the President's Cabinet.

tten request for an appeal must be made to the Dean of Students within forty-eight (48) hours of the final decision of the Student Appeals Court.

e Dean will then have twenty-four (24) business hours to either accept or reject the motion for appeal.

he request for appeal is granted, the Dean shall put the appeal on the next President's Cabinet agenda, and the sanctions of the lower court are pending the decision of the President's Cabinet.

he decisions of the lower court are upheld, the sanctions become effective immediately.

he decision of the lower courts are overturned, the sanctions are rendered null and void.

he request for appeal is denied, the sanctions become effective immediately.

ring the appeal to the President's Cabinet, the Dean will abstain from sitting in on the appeal to allow for a fair trial.

tion C- *Evidence of New Violations*

ng the course of a President's Cabinet hearing, a new violation is uncovered, evidence of that violation shall be sent to the appropriate Student or review and possible hearing.

n 13 - Quorum

uorum shall consist of three-quarters (3/4) of the total Council's membership and one advisor.

uorum shall be necessary for any branch of the Judiciary to vote.

ny case where a quorum is not possible, the Council may choose to refer the case to the Dean of Students. The Dean of Students would then e as Chair and the remaining student members would decide on the case. Disciplinary action would be taken under the authority of the Dean.

n 14 - Vacancies and Successions

tion A *- Chair*

ny reason, a vacancy should occur in the office of chair, the vice chair shall assume all responsibilities and position of chair.

tion B *- Vice Chair and Secretary*

uld a vacancy occur in the positions of vice chair or secretary, the SGA Legislature will nominate and appoint persons to assume the onsibilities of these positions.

court shall recommend, to the Legislature, persons for these positions, but these recommendations shall not be binding.

tion C *- Class Representatives and Council Members*

h SGA Legislature, they shall be elected from the class or group that is to be represented.

ion D *- Limitations*

lifications will still need to be met from within this Constitution and the Office of Student Services.

n 15 - Referral to the Dean of Students

ion A

dicial Branch may refer to the Dean of Students, any case occurring within two weeks of the end of a semester.

ion B

the first three weeks of the academic year, all cases appearing before Judicial Council are referred to the Dean of Students. This will allow the s time to elect their Council Members.

CLE VII: Elections

n 1 - Qualifications for Presidential Eligibility
eligible to serve as a president of any residence hall, club, organization, or as chair of a judicial court, he/she must be registered for a minimum lve semester hours for the preceding and current semesters and have a cumulative QPA of 2.75 at the time of elections and maintain thereafter. After elected, at the point in mid-year grades, if his/her cumulative QPA is below a 2.75 the member will be required to resign. This decision may be led in writing to the SGA Executive Committee within twenty-four (24) business hours for a final decision in the SGA Executive Committee during time the requirement to resign will be at a stay pending the outcome of the appeal.

n 2 - Presidents, Vice Presidents, and Secretaries Eligibility
ents, Vice Presidents, and Secretaries in the SGA or Chairs of any Judicial Court must have attended Montreat College for at least two previous tersbefore taking office.

n 3 - Judicial Courts and SGA Legislature Eligibility
eligible to serve on a Judicial Court or SGA Legislature, a student must be registered for a minimum of twelve (12) semester hours for the ling and current semesters and must have a cumulative 2.5 QPA at the time of the elections and maintain it thereafter.

n 4 - Enrollment Requirements
ected or appointed student leaders must be full-time students at Montreat College before holding an office in the SGA.

n 5 - Limitations
GA member may not hold more than one voting office in the Legislature.

n 6 - Disqualification from Office
lected or appointed student leader convicted of any offense having a penalty of disciplinary probation, academic probation, suspension, ement to withdraw, or expulsion may not continue to serve out the remainder of his/her term in office. This disqualification can be appealed Appeals Court; during this appeal process the disqualification will be at a stay.

n 7 - Campaigning
aigns shall be conducted in a competitive but fair and honest spirit under the honor system. Campaigning is highly encouraged in the form of s, speeches, and banners. There is no size limitations on posters, nor any limit on the number of posters anywhere on campus. There shall be sting of campaign materials inside classrooms, the L. Nelson Bell Library or Gaither Chapel. Posters may not be placed on glass or painted es for purposes of damage to walls. After campaign materials have been placed, it may not be removed by anyone other than the candidate or istrative officials. Campaigning for any election may not be held within a fifty (50) foot radius of the polls on the day of the election. All posters mpaign materials must be removed within twenty-four (24) business hours of the closing of the polls. If a run-off election occurs, in any electable on, the campaign material may stay posted till immediately following the closing of the run-off polls. It is the responsibility of all nominees that all campaign materials are removed. Forums and campaigning may take place in residence halls provided they are approved by the resident or and the resident assistant(s) on the floor on which campaigning will occur.

n 8 - Spring Election Procedure
e Election date shall be announced at least two (2) weeks in advance and the ballot box shall be available from 11 a.m. to 5 p.m. on the day of ction speeches. The ballot box will be available in the Dining Hall from 8 a.m. to 1 p.m. on the day after election speeches at which time the will close.
ere shall be only one (1) ballot box and it shall be located in the Howerton Dining Hall.
e ballot box shall be attended at all times by a member of the Elections Committee. Candidates for office may not serve on the Elections ittee.
e ballots shall not be available for counting until 1 p.m. on the second election day.
e ballots shall be counted by the SGA Elections Committee, chaired by the SGA Vice President, with at least four (4) members of the Student who are not members of the Legislative branch, that shall be appointed by the SGA Executive Committee. In addition, two (2) faculty members inistrators shall be present during the counting of ballots.
e Elections Committee shall determine winners on the following criteria:
vote of 50%+1 of the votes cast.
hree (3) or more candidates are competing for one (1) position and none have a simple majority, a run-off will be declared between the two (2) ates receiving the most votes.
tween three (3) to five (5) days of the posting of the election result, the Elections Committee shall hold a run-off if deemed n e c e s -

ting for all offices under the SGA shall be by secret ballot.
er all ballots are counted, the Elections Committee shall post the complete election results including the exact vote count. In addition, the ttee shall notify the candidates of the decisions. After written notification, the candidates shall be given twenty-four (24) business hours to the decisions or file a written complaint with the Elections Committee. After this specified period of time all offices shall be considered filled aring will be arranged with the candidates of the contested offices. In the event that an election is contested, the Elections Committee shall le complaints and render a final decision.
Elections Committee shall be vested with the authority to enforce the election procedure. Questions regarding matters not covered in these ures should be directed to this committee or to the SGA Executive Committee.

n 9 - Spring Order of Elections
itions in order:
phomore, Junior, and Senior Representatives to Honor Court
retary of Honor Court
retary of Judicial Council
e Chair of Honor Court
e Chair of Judicial Council

ir of Honor Court
air of Judicial Council
sistant Justice
ior Associate Justice
homore, Junior, and Senior Class Presidents
retary/Treasurer to SGA
e President to SGA
esident to SGA
mpaign Requirements
dates for these offices should have at least one week to campaign and prepare for speeches. Speeches will be held according to the order listed

n 10 - Spring Positions to be Filled
ppendix A.

n 11 - Freshman Class Elections
the third week of the new academic year, a freshman class meeting will be held. The SGA Vice President shall hold this meeting in order to
freshman class president, a freshman class vice president, a freshman class member-at-large and a freshman honor court representative. All
n processes shall be determined by a secret ballot.

n 12 - Class Vice Presidents and Members-At-Large Elections
lass during the third week of the new academic year will elect a vice president and member-at-large. The newly elected class president shall
ct this meeting using a nomination process with secret balloting. Upon approval of the qualifications within this document and the Office of
t Services, the vice presidents and members-at-large will serve on the Legislature.

n 13 - Off-Campus Student Elections
ff-Campus Student Elections will take place during the third week of the new academic year. One (1) representative will be elected by the Off-
is Student body by secret ballot. All qualifications within this constitution and within the Office of Student Services must be met by the elected
ntative. A member of the Office of Student Services will oversee the first meeting of the year. This representative will serve as a voting member
Legislature.

n 14 - Judicial Council Elections
sitions for the judicial council according to each residence hall will be held during the first residence hall meeting of the year. The residence
embers will elect student(s) onto the council with the resident director supervising the elections. All qualifications within this constitution and
the Office of Student Services must be met by the elected residence hall representative.

CLE VIII: Installation

n 1 - Time Constraints
ation for all members of the SGA shall be held within two (2) academic weeks following the last election if possible.

n 2 - Planning Responsibilities
anning of the installation service shall be the responsibility of the SGA Executive Committee, in conjunction with the Associate for Student
ties.

n 3 - The Installation Pledge
m that I will perform the duties entrusted to me to the best of my ability, and in the best interest of the Montreat-Anderson College Community."

CLE IX: Removal From Office

event that a petition from the electing member that is incompetent or incapable of filling an office, the petition must have a simple majority
1) before it can be presented to the SGA Executive Committee. When such a petition is presented, it shall be considered by the SGA Executive
ittee. The highest ranking member not under indictment will serve as the presiding member. Upon a two-thirds (2/3) approval of the Executive
ittee, the petition shall move to the Legislature. A special session of the Legislature will be called for the consideration of the petition. This
session of the Legislature will be presided over by the senior associate justice or the next highest ranking court member. The Legislature will
court for consideration of the petition for impeachment. Upon a two-thirds (2/3) approval vote of the Legislature, the removal will take effect.
cision of the Legislature will be sent to the Dean of Students for notification. The removed member may appeal to the Appeals Court in writing
twenty-four (24) business hours during which time the removal will be at a stay pending the outcome of the appeal.

CLE X: Fund Raising Procedures

1 - Purpose
isers are one of the most effective methods of making money for worthy causes; they build unity among the students and the community. But,
ries must be placed so that the chaos of having a large number of fund raisers at one time, or students conducting fund raisers for personal gain
avoided.

2 - Off Campus Solicitation
roval must be obtained from both the SGA and the Development Office.
ped proposal must be submitted that includes the purpose of the fund raiser, the product to be sold, and the product price.

3 - On Campus Solicitation
SGA organization that sponsors an activity of raising money, whether it be for services rendered or a collection of money for a good cause

tain official approval from the SGA.
ped proposal must be submitted that includes the purpose of the fundraiser, the product to be sold, and the product price.
recommended that the Development Office be consulted: since they have helpful advice that might increase the effectiveness of the fund raiser.

CLE XI: Constitutional Revisions Procedure

stitution revisions may be proposed through the SGA Legislature upon two-thirds (2/3) approval of its membership. Any member of the student s well as a member of the Legislature, may propose a revision to be formally considered.
n approval from SGA, all constitutional revisions must be posed by the SGA one (1) week prior to the date being voted on by the student body.
n approval of a two-thirds (2/3) majority of the votes cast, the prosed revision shall become part of the Constitution.
Executive Committee reserves the right at its discretion to appoint a Constitution Revision Committee to study future revision considerations.

CLE XII: Interpretation

ons regarding the interpretation of this Constitution or matters not covred herein may be handled informally by the SGA Executive Committee. event that this body is unable to reach an acceptable decision the matter must be taken before the Legislature for formal introduction by the ve Committee.

nt Government Association Constitution Appendix A

Fall Elections

Position	Electing Body	How to File
Freshman Class		
President	Freshman Class	Nomination
Vice President	Freshman Class	Nomination
Member-At-Large	Freshman Class	Nomination
Honor Court Representative	Freshman Class	Nomination
Class Vice Presidents	According to Class	Nomination
Class Members-At-Large	According to Class	Nomination
Off-Campus		
SGA Representative	Off-Campus Students	Nomination
Judicial Court Representative	Off-Campus Students	Nomination
Residence Hall Judicial Council Representatives	According to Each Residence Hall	Nomination

Spring Elections

SGA President	Student Body	By Application
SGA Vice President	Student Body	By Application
SGA Secretary/Treasurer	Student Body	By Application
Senior Class President	Junior Class	By Application
Junior Class President	Sophomore Class	By Application
Sophomore Class President	Freshman Class	By Application
Student Activities Chair	Student Body	By Application
Honor Court		
Chair	Student Body	By Application
Vice Chair	Student Body	By Application
Secretary	Student Body	By Application
Senior Representatives	Junior Class	By Application
Junior Representatives	Sophomore Class	By Application
Sophomore Representatives	Freshman Class	By Application
Judicial Council		
Chair	Student Body	By Application
Vice Chair	Student Body	By Application
Secretary	Student Body	By Application
Appeals Court		
Senior Associate Justice	Student Body	By Application
Assistant Justices (2)	Student Body	By Application

1995 - 96 Student Organizations and Offices

Student Government Association

SGA President - Karis Boyer
SGA Vice President - Scott Bowers
Activities Chairperson - Queen Musengwa
Senior Class President - Heath Peek
Junior Class President -Amy Parsley
Sophomore Class President - Antwan Phelps

Honor Court

Honor Court Chair- Jeff Lang

Judicial Court

Chair - Chris Baltzegar

Appeals Court

Senior Associate - Maura Buus

Student Christian Association

President - Jon Abel
Vice President - Zola Griffin
Secretary/Treasurer - Rebecca Long

1, 1995

and Returning Students:

we begin another year of mental, emotional and spiritual growth, I hope that one as- of your college year will be to get involved and have fun. We have many goals to ill, and as Student Government President, I will need a profusion of help to maintain sanity!

ain objective must be to create and maintain open, frank communication among the ent body and between students and administration. Take the time to share your ques- s, concerns, and ideas with any or all of your student government leaders. Montreat n arena of diversity. We need everyone's participation so that activities and policies ect your individuality.

matter where you are in your college career, I highly encourage you to make the most our time here. Montreat is a place of continuous change, as seen in the recent name nge. This symbolizes the high expectations I have for positive growth and exciting sformations that the student body will inspire.

sh you all the best for this upcoming year and encourage all of you to get involved ewhere. There are numerous opportunities in all areas to make the year of 1995-96 best one ever, and I hope to help make this year great.

bless,

s Boyer
lent Government President

1995

r Student,

ether you are entering Montreat College for the first time or returning for another 's study, welcome to the Montreat experience! The opportunity for a high quality cation under an outstanding faculty is yours. Here too, you can acquire ideals, ngthen character and form friendships that will last a lifetime. We believe there is better place for your college adventure.

rong institution with an illustrious 79-year heritage, Montreat College remains mitted to academic excellence and the moral and spiritual principles which have ays been among its distinguishing characteristics. Beyond the mastery of thinking s and the competency required for a career, you will be challenged to learn service ocation and discover your own potential for servant leadership. Montreat graduates distinguished in many fields and are making their unique contributions in commu-, church and throughout the world. What sets Montreat apart from many other eges is its people and its learning environment. Our faculty, administration and staff student-focused, caring people, dedicated to liberal arts education in an environment re Christ is central.

r achievements in life and acceptance as a student at Montreat are evidence that you the potential to succeed. In deciding to attend Montreat, you commit yourself to est endeavor and to accept certain responsibilities. Your success depends upon you. ese pages, I believe you will find much that can help you in your student life.

ge you to make the most of these years. We are here to help you prepare for the rest our life. If you make the most of your opportunities at Montreat College, you will back on your collegiate years as a great experience and among your happiest.

erely,

iam W. Hurt
ident

ALMA MATER

How dear to our hearts will thy memory be
Of the days we have spent in thy care,
When within thy dear halls we have lingered awhile
All thy gifts and thy blessings to share.
So the memory of thee will ever remain
While we think of each dear hallowed scene;
And the bonds of true loyalty, blest through the years,
Our affections will ever keep green.

Then, to thee, Alma Mater, we'll ever be true,
Though the coming years scatter us far;
Any ideals you have taught us will ever be bright
Shining out as our life's guiding star.
We will cherish thy name wherever we roam,
And forever thy praises repeat.
Hail to thee, Alma Mater, our happiest days
Are the days we have spent in Montreat.

- Armistead